



To the Honorable Council  
City of Norfolk, Virginia

August 25, 2015

From: Robert J. McCabe, Sheriff

**Subject:** Special Revenue  
Appropriations for the Sheriff's  
Classification Specialists

Reviewed: Sabrina Joy Hogg  
Sabrina Joy-Hogg, Deputy City Manager

**Ward/Superward:** Citywide

Approved: Marcus D. Jones  
Marcus D. Jones, City Manager

**Item Number:**

**R-21**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Norfolk Sheriff's Office

III. **Description:**

This agenda item is an ordinance appropriating funds in the amount of \$175,463 from the Inmate Commissary Account to provide salary and benefits for three (3) full-time Inmate Classifications Specialists in the Norfolk City Jail.

IV. **Analysis**

This is a continuation project involving the Inmate Classification Specialists as recommended by the Sheriff. The ordinance appropriates \$175,463, if and when available in the Inmate Commissary Account, for the Sheriff to employ three full-time Inmate Classification Specialists as recommended by the Sheriff. These employees are not City employees.

The funds for these positions are derived from the net profits of the operation of the Norfolk City Jail Canteen, which the Sheriff is authorized to use for the benefits of prisoners. These employees provide intake, case management and classification services for the benefit of the inmates in the Norfolk City Jail.

V. **Financial Impact**

There is no fiscal impact to the Sheriff's allocated budget.

VI. **Environmental**

N/A

**VII. Community Outreach/Notification**

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

N/A

**IX. Coordination/Outreach**

This letter and ordinance have been coordinated with the Norfolk Sheriff's Office, the Office of Budget and Strategic Planning, and the City Attorney's Office.

Supporting Material from the Sheriff's Department:

- Ordinance

Form and Correctness Approved: *[Signature]*

By *[Signature]*  
Office of the City Attorney

Contents Approved:

By *[Signature]*  
DEPT. Sheriff

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose. *656*

\$ 175,463.00 2275-6-8618-8941  
*[Signature]* Account  
Acting Director of Finance 7/13/15  
Date

## ORDINANCE No.

AN ORDINANCE APPROPRIATING ONE HUNDRED SEVENTY FIVE THOUSAND FOUR HUNDRED SIXTY THREE DOLLARS (\$175,463) IF AND WHEN RECEIVED FROM THE SHERIFF AND AUTHORIZING THE EXPENDITURE THEREOF TOWARDS SALARIES AND BENEFITS FOR THREE SHERIFF EMPLOYEES.

- - -

WHEREAS, the Sheriff of the City of Norfolk, Virginia desires to continue to employ during fiscal year 2016 three (3) persons as Inmate Classification Specialists, said positions having been previously created and filled by the Sheriff for service in the Jail during earlier fiscal years; and

WHEREAS, "Inmate Classification Specialist" is an employee classification previously created by the Sheriff, the salary and benefits of which (including retirement through the Virginia Retirement System) were previously established by the Sheriff; and

WHEREAS, the Sheriff is authorized by Virginia Code Section 53.1-127.1 to use funds from his Inmate Commissary Account for the benefit of prisoners; and it has been represented by the Sheriff that funds of at least One Hundred



Seventy Five Thousand Four Hundred Sixty Three Dollars (\$175,463.00) exists within that account and are therefore available to be disbursed through the City's Department of Finance in the same manner as the funds for the salaries and benefits of other employees of the Sheriff; and

WHEREAS, the positions the Sheriff created are not City positions and the employees appointed to them are not City employees and do not have the rights or benefits accruing to City employment; and

WHEREAS, the Sheriff created the positions and appointed the employees and any rights they may have pursuant to their appointment, such as membership in the Virginia Retirement System, only accrue from the Sheriff's lawful action and their status as Sheriff's employees; and

WHEREAS, no part of the funding of their salaries or benefits will be provided by the City; now, therefore,

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That the sum of One Hundred Seventy Five Thousand Four Hundred Sixty Three Dollars (\$175,463.00) is hereby appropriated and authorized to be expended, if and when received by the City from the Sheriff in the form of Inmate Commissary Account funds, toward the continued funding of the salaries and benefits of three (3) employees for the Sheriff in positions created by the Sheriff titled Inmate Classification Specialist.

Section 2:- That such positions are not City positions, they are constitutional officer positions created by the Sheriff; that the assignment of City

class titles, position numbers and similar designations to them is for administrative purposes only; that the persons the Sheriff appoints into these positions are not City employees; and that their rights to salaries and benefits, such as membership in the Virginia Retirement System, are as may be lawfully determined by the Sheriff, the State Compensation Board and the laws of the Commonwealth of Virginia.

Section 3:- That this ordinance shall be in effect from and after the date of its adoption.

NORFOLK SHERIFF'S OFFICE		SR #		
CLASSIFICATION OFFICE		ORIDANCE #		
TITLE: CLASSIFICATION SPECIALISTS				
FY 16 BUDGET				
OBJECT	DESCRIPTION			
CODE				
5110	SALARIES	129,691		
5140	F.I.C.A.	9,921		
5142	HOSPITALIZATION	16,995		
5148	GROUP LIFE INSURANCE	3,631		
5150	RETIREMENT	15,225		
	TOTAL EXPENSES	175,463		

**NORFOLK SHERIFF'S OFFICE  
CLASSIFICATION DIVISION  
FY 16 PAYROLL BUDGET**

**TITLE: CLASSIFICATION**

			5110	5140	5142	5150	5148
LAST NAME	FIRST NAME	CP#	SALARY	F.I.C.A.	INSURANCE	RETIREMENT	GROUP
Williams	Alan	8446	46,051	3,523	5,665	5,406	1,289
Doyle	William	8447	43,859	3,355	5,665	5,149	1,228
McClam,	Edom	9611	39,781	3,043	5,665	4,670	1,114
TOTAL PR & FRINGES			129,691	9,921	16,995	15,225	3,631

ROUND TO NEAREST \$ 500